Student Assistant- 1 position / Graduate Assistant- 1 position, UAS 1607

Communications Disorders

Salary Range: $15.00/ hourly

Work Schedule: This is a student, part-time position; Monday – Friday, hours to be determined; non-exempt position. This position is not eligible for benefits.

Position Overview:
Under general supervision of the Principal Investigator, the students will assist with the development of a language measure for Spanish-English speaking children with and without language impairment, with subject recruitment, and with interviewing and testing Spanish-English speaking children and their parents; performs various clerical and editorial duties; compiles, processes and analyzes data.

Essential Functions:
- Contact families and prepare language test materials.
- Administer language tests in English and Spanish, ensure research participants comply with instructions, score language tests, data entry and data management.
- Prepare technical reports and summarize information.
- Bilingual Laboratory at Cal State LA (BLabLA) clerical duties such as typing and photocopying, email communication and writing memos.
- Other duties as assigned

Requirements:
The incumbent must be a current undergraduate or graduate Cal State LA Student in good academic standing and making satisfactory progress. A completed Student Employment Application is required along with proof of course schedule, and copy of current transcript to determine enrollment status. The incumbent must be proficient in oral and written Spanish and English; have good verbal and written communication skills. The incumbent must be able to tend to details and maintain records and inventories. Able to use Microsoft Office programs. The incumbent must also demonstrate an interest and or ability in working in a multicultural/ multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee.

Desired Qualifications:
Student majoring in communication disorders, education, special education, child development, psychology, or related background. Previous experience working with children. Previous research experience. Statistical knowledge.

Review of applications/resumes will begin June 25, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law

Student Employment Application:
http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20%20Inc./Employment/student_application.pdf